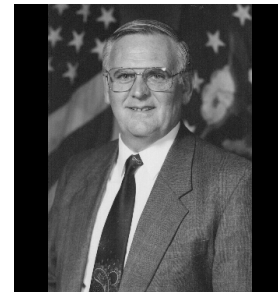


NOTES FROM THE:

Deputy Assistant Secretary, Financial Operations

by Mr John J. Nethery



Superintendent Position Reporting Requirements. SAF/FM directed where superintendent positions at the installation-level should be located and the appropriate reporting official. When a full-time superintendent is justified, the person will work directly for the comptroller. At installations that cannot support a full-time position, the comptroller can appoint someone to perform superintendent duties on a part-time (additional duty) basis. In this instance, performance of part-time duties will be directly for the comptroller, while the reporting official should be based on full-time duties. In all cases there will be only one superintendent per comptroller office, i.e., the FSO or budget office will not have separate superintendent positions. POC is Lt Col Rob Watson, SAF/FMPC, DSN 224-5429.

Purchase Card Training Payment. Dr Hamre (DepSecDef) signed a policy memo expanding use of the purchase card in the training area. AF/DPDE will publish guidance to use the card for payment of DD Form 1556 training. Data is reviewed monthly to monitor progress.

Employee/Member Self Service (E/MSS). DFAS is developing a system to allow military members and civilian employees perform certain pay transactions via the internet or telephone. Expected transactions are correspondence and address changes, W-4 changes, allotment actions, savings bond actions, FEHB/TSP actions, and state tax changes. Phased implementation is planned with the first phase scheduled for May 1999 for retirees, June 1999 for active duty military, and August 1999 for civilians.

FSO Checklists. FSO checklists were developed for military pay, travel pay, accounting liaison, disbursing, civilian pay, and general controls. These are meant to provide a guide to ensure internal controls are implemented/followed and minimum tasks accomplished to assure successful mission accomplishment. The checklists can be found in the Current Issues section of the AFAFO portion of the FM home page located at <http://www.hq.af.mil/SAFFM/>.

NationsBank Travel Card Centrally Billed Accounts (CBAs). CBAs are established by authorized personnel for official passenger transportation. They are typically cardless but plastic can be issued if required. NationsBank established a support staff dedicated to CBAs. They can be reached at 1-888-276-3704. This staff will be able

to assist account holders in reading and reconciling invoices.

American Express Centrally Billed Accounts (CBAs). Any base with a CBA under the American Express contract will continue to receive invoices as long as there are outstanding balances. American Express will not refund any credit balances to organizations until there are no unpaid balances in the agency—in this case the Department of Defense!

Management Headquarters Reduction Project. First, we identified all personnel and tasks performed at the headquarters. For FM this was 292 tasks performed by 196 personnel. Then, we identified level of task importance, the number of full time equivalents to complete each task, and the directive that mandates the task. The AFAA randomly selected and validated various inputs. This project will eventually flow to DRUs, FOAs, and MAJCOMs.

DFAS Contract with the Defense Management Council (DMC). DFAS committed to the DMC to provide specific, measurable levels of service to its customers. Standards and goals for fiscal years 2000-2005 are divided into four areas (product lines) with metrics assigned to each. The areas are payroll operations, commercial payment operations, accounting information, and information infrastructure. Specifics of the contract can be found under the DFAS section of the working groups area at the following web site: <http://www.ra.pae.osd.mil/datf/>.

DFAS Military Pay Business Process Review (BPR). DFAS completed a BPR of its military pay operations. The key objectives were to redesign processes to meet programmed DFAS personnel reductions, integrate new technologies into military pay, develop the best way to resource and manage system change processes, and continue to maintain customer service at current levels or better. Results of the study and execution of the selected alternative processes are under review.

Intra-Governmental Transfer Systems (IGOTS) Study Program. The DoD is participating with agencies in funding the IGOTS study for the interagency payment process. PricewaterhouseCoopers is conducting this study through a six-task contract. The contractor is evaluating and documenting government-wide methods and requirements for efficient intra-governmental payment processing, including the use of commercial authorization systems.